



Waukesha County  
Criminal Justice Collaborating Council  
Evidence-Based Decision Making Case Processing Workgroup  
Thursday, January 28, 2016

**Team Members Present:**

District Attorney Sue Oppen  
Clerk of Circuit Court Kathy Madden  
Judge Ralph Ramirez  
Attorney Dan Fay

CJCC Coordinator Rebecca Luczaj  
District Court Administrator Michael Neimon  
Attorney Katie Bricco

**Team Member Absent:**

Commissioner Bob Dehring

**Also Present:** Windy Jicha

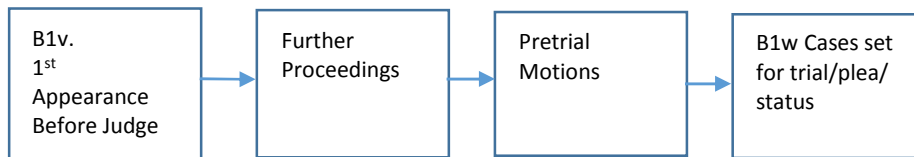
**Approve Minutes from January 14 and January 21, 2016 Meetings**

Motion: Fay moved, Madden second, to approve the minutes of January 14 and 21, 2016. Motion carried unanimously.

**Review System Map and Continue Case Processing Discussion**

At the last meeting Neimon volunteered to research state judicial standards for case disposition. He reported that no court districts have adopted the state judicial standards but some use them as guides.

Luczaj distributed a handout titled *Decision Point #4: Charging Map*. The group primarily discussed the following pieces of the system map found on page 2 as it relates to misdemeanor case processing and delays.



Ramirez felt there was a system “clog” between further proceedings and pretrial motions. The group examined this “clog” along with related delays when cases are set for trial and rescheduled multiple times. Some of the reasons cited for delays include: witnesses and lab results unavailable, defendants slow to obtain attorneys, attorneys not prepared for court, strategic game playing, attorneys needing to discuss issues with clients, negotiations, bifurcated offers, securing a license, treatment, counseling, etc. Oppen said instituting pretrial conferences would reduce delays and help cases get through the system more quickly.

The group discussed the role of court commissioners and how that role and responsibilities need to be clearly defined. The group discussed that court commissioners might be underutilized or not empowered to do their jobs. Neimon said in the past, court commissioners were utilized as judicial administrative filters to move cases along, but they will do whatever the judges direct them to do; however, dynamics shift with different judges. It was suggested that court commissioners should not forward cases until the cases are ready for judges. Ramirez was against this process and worries that such a rule would keep some cases from ever advancing to judges. The group agreed that judges need to clearly define commissioners’ roles, be supportive of their work, and trust them to do their jobs.

Ramirez suggested mapping out all the things that need to be done between court commissioner and judge appearances with the understanding that some discovery may not be available on time. The group discussed developing a list of things defendants should complete before going before court commissioners and judges. Bricco stressed the importance of attorney/client interactions early and often.

In regards to the importance of getting attorneys involved in cases as early as possible, the group discussed the possibility of having a satellite public defenders' office staffed during high traffic times or a video conferencing station at the courthouse. Bricco said she would discuss the option and staffing needs and availability with Sam Benedict. Madden said she would find space in the courthouse and make technology available to the public defender's office for this purpose.

#### **Review Data Collected Since Previous Meeting**

This item was not discussed.

#### **Discuss Next Steps & Set Date for Next Meeting**

February 11 at 7:30 a.m. in room C260

The meeting adjourned at 8:40 a.m.